

Finance Approval _____

QB Entry _____

Made By _____



Unitarian Universalist Fellowship of the Emerald Coast

Voucher for Payment

(Entries below are to be filled in by person requesting reimbursement or submitting a bill for payment)

Date submitted: _____

Budget Line item: _____

(Applicable Line item or Committee required)

Expenditure detail/explanation: _____

Amount Requested: \$ _____

Payee: _____

(Print)

Address or Phone #: _____

Request submitted by: _____

(If different than Payee)

Attach receipts for reimbursement or

Attach copy of bill if payment is paid directly to agency providing service or materials.

Expenditure authorized by: _____

(Only officers and chairs of standing committee may authorize expenditures — Print name & title above)

Authorized *Signature*: _____

Entries below are to be filled in at time of payment by Treasurer or Administrator

Date of payment: _____

Check number: _____